

# **3 FAH-1 H-4840 RECOGNITION AWARDS – PROCEDURES**

*(TL:POH-34; 5-22-1997)*

This subchapter contains procedures and guidelines for the implementation of 3 FAM 4840 and should be used in conjunction with that subchapter.

## **3 FAH-1 H-4841 LENGTH OF SERVICE AWARDS**

### **3 FAH-1 H-4841.1 U.S. Employees**

*(TL:POH-34; 5-22-1997)*  
*(Uniform State/USAID/USIA)*  
*(Foreign Service and Civil Service)*

The appropriate Washington bureau is responsible for determining which U.S. employees are eligible for length-of-service awards, and for transmitting completed certificates to each mission in accordance with procedures outlined below.

<b>Agency</b>	<b>Employees</b>	<b>Years of Service &amp; Procedures</b>
State	Foreign Service and Civil Service	<b>Awards for 10, 20, 25, and 30 years of service -</b> On a quarterly basis, eligibility for length-of-service awards is determined from official service computation dates. Certificates are obtained by the appropriate bureau and forwarded, as appropriate, to each mission for signature and presentation.
		<b>Awards for 40 and 50 years of service –</b> Certificates for 40 and 50 years of service are completed by the appropriate bureau and signed by the Secretary. The certificates are forwarded, as appropriate, to each mission for presentation.
USAID	Foreign Service	<b>Awards for 10, 20, and 25 years of service -</b> See chapter 5, Handbook 29, "Incentive Awards Program," for responsibilities and procedures on length-of-service awards.
		<b>Awards for 30, 35, 40, and 50 years of service -</b> Certificates are completed by Washington and signed by the Administrator of USAID. The completed certificates are forwarded to each mission for presentation.

USIA

Foreign Service

**Awards for 10, 20, 25, 30, 40, 45, and 50 years of service** - Certificates for length-of-service awards are completed by USIA (M/HRL), Washington, signed by the Director, and forwarded to the public affairs officer at the post for presentation on an as needed basis.

### **3 FAH-1 H-4841.2 Foreign Service National (FSN) Employees**

*(TL:POH-34; 5-22-1997)*  
*(Uniform State/USAID/USIA)*  
*(Foreign Service Nationals)*

On the basis of service computation dates maintained by the posts, each mission determines periodically which FSN employees are eligible for length-of-service awards.

<b>Agency</b>	<b>Length of Service and Procedures</b>
State	<p><b>Awards for 10, 20, 25, and 30 years of service</b> - Certificates for FSN employees are prepared by the mission responsible for presenting the awards.</p> <p><b>Awards for 40 and 50 years of service</b> - Information required for completion of the certificate (name as it is to appear on the certificate, number of years of service being recognized, and the month and year the service was completed) is submitted by the mission to the appropriate bureau. Certificates are signed by the Secretary and returned to the mission for presentation.</p>
USAID	<p><b>Awards for 10, 20, and 25 years of service</b> - Certificates for FSN employees are prepared by the mission responsible for presenting the awards.</p> <p><b>Awards for 30, 35, 40, and 50 years of service</b> - Information required for completion of the certificate (name as it is to appear on the certificate, number of years of service being recognized, and the month and year the service was completed) is submitted by the mission to the appropriate Washington personnel office. Certificates are signed by the Administrator of USAID and returned to the mission for presentation.</p>
USIA	<p>The USIA overseas establishment submits a request for certificates for awards for 10, 20, 25, 30, 40, 45, and 50 years of service to the Executive Secretary, Incentive Awards Programs (M/HRL). Post provides the information required for completion of the certificates (name as it is to appear on the certificate, number of years of service, and the month and year the service was completed.) Completed certificates are signed by the Director of USIA and returned to the mission for presentation.</p>

## **3 FAH-1 H-4842 COMPLETING CERTIFICATES**

*(TL:POH-34; 5-22-1997)*  
*(Uniform State/USAID/USIA)*  
*(Foreign Service and Civil Service)*

All certificates will reflect the name of the employee, the number of years of service, and the month and year such service was completed. Hand lettering or engraved printing is desirable for completing the certificate; however, where such facilities are not available, a typewriter may be used, except on certificates presented to personnel of USAID.

## **3 FAH-1 H-4843 TIME OFF FROM DUTY AWARD**

### **3 FAH-1 H-4843.1 Scheduling and Use of Time Off From Duty Award**

*(TL:POH-34; 5-22-1997)*  
*(State Only)*  
*(Foreign Service, Civil Service and Foreign Service Nationals)*

- a. Supervisors are responsible for scheduling the use of time off hours and must assure that employees who are in an annual leave "use or lose" category are not adversely affected.
- b. A Time Off From Duty Award must be used within one year from the award approval date.
- c. Time off hours not used within one year from the award approval date will be forfeited and may not be restored.
- d. Approved time off hours need not be taken all at once but can be used throughout the one-year time frame.
- e. An employee who becomes physically incapacitated while using time off hours may be granted sick leave for the period of incapacitation.
- f. An employee awarded time off hours who is subsequently detailed outside the Department may use the time off hours at the discretion of the supervisor from the organization to which the employee is detailed.

### **3 FAH-1 H-4843.2 Controlling and Accounting of Time Off From Duty Award**

*(TL:POH-34; 5-22-1997)*

*(State Only)*

*(Foreign Service, Civil Service and Foreign Service Nationals)*

- a. Employees must request approval to use time off hours by submitting a completed form SF-71, Application for Leave, to the supervisor.
- b. The bureau/post awards officer is responsible for providing the appropriate timekeeper with a copy of the approved Time Off From Duty Award nomination.
- c. Time off hours are recorded on official time and attendance records using the code, "XA," with the following comment in the remarks section: "Time off hours used."
- d. Timekeepers must also maintain manual records for each employee granted a Time Off From Duty Award. See 3 FAH-1 H-4843 Exhibit H-4843 A (DS-1975).

### **3 FAH-1 H-4843.3 Relationship to Leave and Other Employee Benefits**

*(TL:POH-34; 5-22-1997)*

*(State Only)*

*(Foreign Service, Civil Service and Foreign Service Nationals)*

- a. Time off hours cannot be converted to a cash payment under any circumstances (see 5 CFR 451.306(d)), including at time of separation from the Federal service.
- b. Time off hours cannot be transferred when an employee transfers from one Federal agency to another.
- c. Time off hours cannot be transferred to approved leave recipients under the Department's Voluntary Leave Transfer Program.

### **3 FAH-1 H-4844 THROUGH H-4849 UNASSIGNED**

# 3 FAH-1 H-4843 Exhibit H-4843A

## Timekeeper's Record



UNITED STATES DEPARTMENT OF STATE  
TIMEKEEPER'S RECORD  
TIME OFF FROM DUTY AWARD

EMPLOYEE NAME (Surname, First, MI)	SOCIAL SECURITY NUMBER
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APPROVAL DATE	EXPIRATION DATE*	NUMBER OF HOURS AWARDED	NUMBER OF HOURS TAKEN	DATE	BALANCE

\*Time off hours must be used within one year of award approval date.

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